



**Checklist  
For selecting an IT Partner**

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### Introduction

Your IT Partner is an essential decision. Businesses and organizations of all sizes need to carefully consider what they need, before the selection process starts.

This checklist shares the key issues to consider when selecting an IT partner.

### Checklist

#### 1. *Size of business*

Can the IT partner provide support to your business regardless of size? Or do they specialise in small or large businesses only?

#### 2. *Support*

What support does your business need?

Can the IT partner provide:

- On site support in your office?
- Remote support?
- Helpdesk where you can speak to a real person?
- Network Monitoring?
- Proactive Safety Checks?
- Or round the clock operations with 24/7 support?



### *3. Recognized*

Is the company recognised? Do they have Microsoft and other accreditations? Are they recent? Ask to see the certificates if in doubt!

### *4. Qualified*

Are the team properly qualified? Do they have Microsoft Certified Partners in their team?

### *5. UK Based*

It may not be a consideration for all businesses, but it may be important for your business that the IT partner is located in the UK rather than offshore.

### *6. Scalability*

As your business grows, can your IT partner grow with you? Do they have a solid management team in place able to answer your questions?

### **Implementation**

For help and support on developing your IT strategy, contact ACUTEC

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